

# Answers to Frequently Asked Questions

Texas • Natural • Resource • Conservation • Commission

## Petroleum Storage Tank Fees

### What Is This Fee?

This fee is used to pay the administrative costs of the Petroleum Storage Tank Program. The fee is assessed each September 1. The statutory basis for the statewide regulation of tanks used for the storage of petroleum and other hazardous substances appears in 30 Texas Administrative Code (TAC) Section 334.21 for underground storage tanks (USTs) and in 30 TAC Section 334.128 for aboveground storage tanks (ASTs). The tank owner must pay the annual fee within 30 days of the statement date.

### I Paid a Fee Less Than a Year Ago; Why Have I Received This Again?

The fee covers a fiscal year, the period from September 1 through August 31, and is billed during September of each year. You pay the fee only once a fiscal year for each tank registered as of September 1 of that fiscal year. However, we periodically mail supplemental billings to tank owners when we receive changes in registration data too late to include them in the September billing.

### What Is FY 97, FY 96, FY 95, etc.?

"FY" represents the fiscal year of the Texas Natural Resource Conservation Commission (TNRCC), which runs from September 1 of a given year through August 31 of the following year. FY 97 began September 1, 1996, FY 96 began September 1, 1995, and so forth. Each of the fees for which you are billed is tied to a fiscal year. Your current bill may include fees for years before FY 97 if there is any reason that those fees were due and have not yet been paid.

### Why Must I Return the Coupon with My Payment?

The payment coupon (the top portion of your bill) contains an optical character reader (OCR) line. When we receive

your payment, a computer reads your account number from that OCR line. Without the original coupon, we must send your payment to another location for manual processing. That slows our processing of your payment and raises the possibility that your payment may not be credited to the correct account.

### I Have More than One Account; May I Send One Check for the Total Amount?

You may send all your payments in one envelope, but please enclose a separate check for each coupon. If the number of checks does not equal the number of coupons, we will have to process your payment manually, and your accounts may not be credited correctly.

### I Have Removed the Tank; Do I Still Pay the Fees?

An amended registration form must be submitted to the TNRCC for any tank removed from service. The form must indicate how and when the tank was removed or permanently abandoned. The fee is assessed September 1 of each FISCAL year; if the tank was permanently removed BEFORE that date, the fee is not due, and you should return the invoice to the TNRCC with the amended form. If the tank was permanently removed AFTER the assessment date, the fee is due. You may obtain a registration form by calling (512) 239-2160 or your local TNRCC Regional Office.

### I Have Sold the Tank or Facility; Who Pays the Fee?

The owner of a tank at the time of the September 1 assessment is responsible for the current fee. If you sold the tank AFTER the assessment, you must pay the fee. **If you sold the tank PRIOR to the assessment, return the invoice to**

**the TNRCC with an amended registration form signed by the new owner.** An amended registration form is required to transfer ownership of the facility, regardless of the date of the sale. The new owner will pay subsequent assessments of tank fees.

## **The Number of Tanks Is Incorrect; What Do I Remit?**

Payment is due on any tank not in question. Pay the correct amount due for each registered tank at each facility (\$25 for each AST, \$50 for each UST) and send an amended registration form indicating the correct number of tanks for the facility in question. The form must show the closure date for any tank that has been permanently removed from service.

## **I Do Not Use the Tank; Is the Fee Due?**

The fee is due until the tank has been permanently removed from service. Filling a UST with water, leaving it empty, or removing pumps places the tank temporarily out of service; therefore, the fee is still due. The fee is not assessed on an AST that was emptied and never used during the fiscal year. You can update the status of an AST by submitting an amended registration form to indicate the date the AST was taken out of service.

## **How Do I Permanently Remove a Tank from Service?**

An underground tank can be permanently removed from service by removing the tank from the ground or by filling the tank with an inert material, such as sand or concrete. A tank owner who intends to permanently remove or abandon in-place an underground tank must give a written notice to

the TNRCC 30 days before beginning the work. This notice must include the proposed procedures and a schedule for removing the tank(s). API 1604, a publication you may obtain from the American Petroleum Institute at (202) 682-8000, and 30 TAC Section 334.55 provide more guidelines about permanently removing USTs.

## **No Payment Is Due; Where Do I Send Correspondence and Forms?**

The envelope enclosed with your bill is to be used for payments only. If you are providing the TNRCC with information only (no payment), please mail it to:

Texas Natural Resource Conservation Commission  
Petroleum Storage Tank Registration Section, MC-138  
PO Box 13087  
Austin TX 78711-3087

## **How and Where Can I Obtain a Registration Form?**

To obtain an AST or UST registration form, you may write the Petroleum Storage Tank Registration Section at the above address or call (512) 239-2160. You may also send inquiries about other registration or technical information regarding the TNRCC's regulatory program to the above address.

**For account balance information,** contact the Financial Administration Division, at the following telephone numbers:

For owner names A-N: (512) 239-0355

For owner names O-Z: (512) 239-0344



TEXAS NATURAL RESOURCE CONSERVATION COMMISSION  
Financial Administration Division, MC-214  
PO Box 13087  
Austin TX 78711-3087

The TNRCC is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TNRCC at (512)239-0010, Fax 239-0055, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.